

DRAFT MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 6 Feb 17 at 7.15pm in Little Stukeley Village Hall

Present Karl Gasson (Chairman), Sue Parker, Michael Womersley-Carter, Sophie Day, Philip Hobson, Terry Pinner, Parish Councillors.
Ms Ramune Mimiene, Clerk.
CCC Cllr Peter Ashcroft.

1 member of the public: Terry Rodgers seeking election as CCC Cllr for Warboys

OPEN MEETING *Each person wishing to address the council will be allowed to speak for a maximum of 3 minutes subject to the Chairman's discretion. This part cannot be longer than 15 minutes.*

Terry Rodgers, CCC Cllr for Warboys attended the meeting tonight. If elected, he would be the CCC Cllr for The Stukeleys too.

2016/17

02/159

02/159.1

To Receive and Approve Apologies and Reasons for Non Attendance

The Clerk reported that PC Cllrs David Robinson, Sally Smith and Stef van den Haak (due to work commitments) sent apologies for absence.

Apologies also received from HDC Cllr K Baker and CCC Cllr Sir P Brown.

02/160

02/160.1

Declarations of Interests for Members (Disclosable Pecuniary Interests)

None.

02/161

02/161.1

HDC and CCC Cllrs reports

CCC Cllr PA reported that gritting is back to normal route. Streetlights are back on between 2 am and 6 am. A14 Huntingdon bypass works started.

02/162

Proposal:

To Receive and Approve the Minutes of the Parish Council Meeting 5 December 16 and Extraordinary 5 January 17

Proposed by Councillor SP, seconded by Councillor MWC, all in favour, and it was RESOLVED that the minutes of 5 Dec 16 be accepted and signed as a true record of the meeting.

Carried

Chairman signed the Minutes.

Proposal:

Proposed by Councillor SP, seconded by Councillor MWC, all in favour, and it was RESOLVED that the minutes of the Extraordinary PC Meeting 5 January 17 be accepted and signed as a true record of the meeting.

Carried

Chairman signed the Minutes.

02/163

02/163.1

Matters arising from those Minutes and previous meetings (action plan circulated to members)

Action Plan circulated, discussed, and amended accordingly.

02/164

02/164

Councillor Portfolio: Committees and Representations on external bodies list as approved at the last meeting

Grounds maintenance committee: tender returns not opened yet. Committee will meet to evaluate and make recommendations to PC. Members of the committee are: KG, SS, SP and a new member TP. Meeting on Fri 10 Feb 17 at 7pm.

Playing Field Committee – to add Cllr TP to this committee.

Magazine Committee: Cllrs KG, SvdH and PH meeting on Mon 13 Feb 17 at 7.30pm.

Personnel Committee: Cllrs KG, SvdH, SS and SD, meeting on Tue 21 Feb 17 at 7pm.

Note since meeting: Amended list circulated to full PC.

02/165

02/165.1

Alconbury Weald:

Chairman read the email received from Rebecca Britton, U&C re: Application on Parcel 4. Rebecca apologized that she could not come to tonight's meeting but will be coming to 6 Mar 17 one to provide a briefing note. Comments for this planning consultation by 17 Mar 17.

Note since meeting: Planning consultation on Parcel 4 received on 9 Feb 17

Road trenching was also discussed, R Britton will be working with contractors to restore verges to the previous state.

02/165.2

16/02013/REM - Amendments to Redrow Homes application for development at Alconbury Weald, <http://publicaccess.huntingdonshire.gov.uk/online-applications/> - received from Case officer 18 Jan 17, due back to HDC 7 Feb 17.

Recommendations to be finalised, and will be circulated within planning committee.

MWC

Note since meeting: PC comments submitted HDC on 7 Feb 17.

02/166

Planning

- 02/166.1 Outstanding matters: 16/02493/FUL Change of use from vacant land (previously A3 restaurant) to open self-storage facility (B8) - PC recommended approval but requested that 'Subject to planning conditions being imposed so the developer and the successors must maintain the external appearance of the site and containers may not be stacked higher than 2'.
- 02/166.2 Applications determined by HDC: Clerk circulated Planning spreadsheet which was noted and approved by the members.
- 02/166.3 Applications awaiting determination by HDC, list circulated to members.
- 02/166.4 New Applications
- 02/166.5 Consultations
- 02/166.6 Neighbourhood Plan

The NP Steering Group requested an interim spending limit of £3000 to be spent to support the process as far as planning the process and scoping the work required to complete the plan. It was noted that all spending will be properly accounted. The NP Steering Group wishes to pay a consultant to draw up the project plan.

PC discussed the issue and noted that the budget for 2017.18 financial year was set in Dec 16 and submitted to HDC. No money was allocated to the Neighbourhood Plan process.

A grant up to circa £9,000 is available through HDC, but is dependent on submission of a project plan with a budget forecast

PC requires a provisional project plan to be created first so that budget forecast can be made and a grant applied for.

Note since meeting: Clerk checked with HDC and confirmed that Community Infrastructure Levy money cannot be used for NP process.

PC Financial Regulations were checked and it was confirmed that three quotes are required for procurement of the proposed value.

PC agreed that to spend the money PC needs to have the structured plan.

CCC Cllr TR leaves the meeting

Proposal is to defer this matter to the next meeting. PC asks for a representative from NP Steering Group to come and give a presentation. Cllr DR chairs the NP Group, if he is not available, someone else should attend in his place.

Proposal: Proposed by Councillor KG, seconded by Councillor SP, all in favour, and it was RESOLVED to do so.

Carried

02/167 Finance – Budget Reports

02/167.1 Banking Situation and mandates, update: Cllr SD did not receive a confirmation form the Bank yet, will need to check with the bank can she sign the chqs. A copy of a mandate to be passed to the Clerk. SD

02/167.2 Cashbook balance as at 30 Nov 16 £35,686.48 and Bank Balance Current a/c statement No 289 £36,262.73 (due to 3 unrepresented chqs for £576.25) as at 30 Nov 16, Business Reserve a/c balance as at 30 Nov 16 is £40,501.37: Approved by members.

Cashbook balance as at 31 Dec 16 £34,158.86 and Bank Balance Current a/c statement No 290 £34,375.11 (due to unrepresented chs No 1983 & 1996 for the amount of £216.25) as at 31 Dec 16

Business Reserve a/c balance as at 31 Dec 16 £40,501.70.

02/167.3 Bank reconciliation statement as at 30 Nov 16 and as at 31 Dec 16: Carried by Clerk, approved by PC.

02/167.4 Income and Expenditure against the Budget Report up to 31 Dec 16 (month 9)– Carried by Clerk, approved by PC.

02/167.5 Note Income Received in Nov 16: £123.15 Various and in Dec 16: £40.00 Allotments rent. Approved.

02/167.6 Expenditure for approval 6 Feb 17:

Date	Chq No.	Payee and Description	Amount
6 Feb 17	2010	Anglian Water, water supply to Allotments 22 Sep 16 to 22 Dec 16	£12.09
6 Feb 17	2011	R Mimiene, Clerk salary Jan 17	£405.85
	2012	Expenses on running cost of the Council: Jan monthly allowance £26.00, stamps £6.60, mileage £19.35, parking £0.40 and payment made at central PO £1.50 for the letter addressed to PC.	£53.85
6 Feb 17	2013	HMRC: Tax deductions from Clerk's salary Jan 16, payable to Post office Ltd	£101.60
6 Feb 17	2014	Easiprint January and February magazines	£360.00
6 Feb 17	2015	E-ON Streetlighting Dec 16	£94.37
6 Feb 17	2016	K&M Lighting Services, Invoice 3148, replaced P42 photocell	£78.00
		Total Feb 17 expenditure:	£1,105.76

Proposal:	Proposed by Councillor PH, seconded by Councillor MWC, all in favour and it was RESOLVED that all items listed in 02/167.6 are to be paid.	Carried
02/168 02/168.1	To Consider Pension Regulator, staging date: 1 February 2017 Defer till next meeting.	
02/169 02/169.1	To Consider a process for responding to FOI requests PC already registered with ICO re: Data protection. Cllr SD volunteered to do a research and document the process on how to deal with FOI requests, material needed for the next meeting.	SD
02/170 02/170.1	Village Maintenance and Repairs HDC: Environmental Maintenance request, email from HDC 12 Jan 17 request to confirm if the data regarding the land ownership is correct and request to provide details of maintenance regimes of PC sites in the table provided, including who carries out the work and the frequency of the work PC is sorting the grounds maintenance and will inform HDC as soon as the tender is chosen. <i>Note since meeting: HDC informed on 9 Feb 17.</i>	Clerk
02/170.2	Outcome after Play area's Inspection: Cllr TP will carry out the actions when the weather permits.	TP
02/171 02/171.1	Highways Issues, Faults and Repairs, to review outstanding issues Cllr SP read a list of highways faults: Green End (Pot holes and grass verges from Ermine Rd towards the farm), Owl End (Pot holes and grass verges from Chestnut Grove to Allotments). Little Stukeley – Low Road (From Village Hall to A14, pot holes and grass verges), Church Way (From Ermine Road to Pringle Farm). Stukeleys Hotel area – reinstate works to grassed area), Boundary of the village to Ermine street, footpath 7 feet width). <i>Note since meeting: Cllr PH inspected Owl End where it runs up to the Allotments and Bridleway 10 and confirmed that there are many potholes, photos taken.</i>	SP
02/172 02/172.1	To consider updates and reports on current issues on the following: <u>Playing Fields:</u> To decide on the emptying patterns of the bin located on the PF, this bin was not found on HDC/PC litter bins list – Football club now complained that this bin is not emptied. This bin was privately located on the PF and previously emptied by the volunteer/contractor which has now stopped. If to add onto the HDC emptying list PC would need to make a yearly payment of £252.64 for HDC to empty that particular bin. Cllr TP emptied the bin and proposed to remove it. If needed PC will debate again.	TP
Proposal:	Proposed by Councillor TP, seconded by Councillor MWC, all in favour and it was RESOLVED that this bin is to be removed.	Carried
02/172.2	<u>Rights of Way:</u> Application (David Lock Associates) for order permanently to divert a public right of way No 11 and upgrade to a bridleway: to note PC reply 'The Stukeleys PC supports the proposal, made by Urban & Civic, to formalize and improve the 'demand path' currently used by walkers as a diversion of footpath 11', - 6 Jan 17 U&C received objection from Hunts Ramblers about the proposed diversion and upgrade of FP 11. U&C are suggesting a meeting on site w/c 27 Feb 17. Cllrs PH, SP and probably SD will attend too to show why this is being progressed to benefit the local community.	PH, SP & SD
02/172.3	<u>Traffic Group:</u> Dealt with.	
02/172.4	<u>To consider solutions to the regular issue of HGVs being mis-guided by their satnav to use Church Way, Little Stukeley to access RAF Alconbury, Cllr K Gasson</u> In progress.	
02/172.5	<u>Allotments:</u> Chair KG will approach D Silsby re: chairing the Allotments Committee.	KG
02/172.6	<u>Website:</u> Nothing to report.	
02/172.7	<u>Village Street Lighting:</u> The contractors filled the hole without connecting the light. PC write to UK power network to chase them. Chair and Clerk to draft a response, seek advice from S Bell.	KG, Clerk
02/172.8	<u>Parish Magazine</u> Committee to meet and report back to the Council.	Committee
02/172.9	<u>Training</u> – No update.	
02/173	Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence	

02/173.1 New Cllr email addresses created by Cllr KG: PC aim is from 27 Feb all communications be done through new PC email addresses. PC
Proposal: **Proposed by Councillor MWC, seconded by Councillor SD, all in favour and it was RESOLVED that the new email addresses are to be used by full Council from 27 Feb 17.** Carried

02/174 **To Approve Personnel Committee Recommendations**
02/174.1 Defer to the next meeting.

02/175 **Correspondence**
02/175.1 All correspondence is noted and dealt with.

02/176 **Councillors' questions**
Please, note that no decisions can lawfully be made under this item. Business must be specified therefore the Council cannot lawfully raise matters for decision.
02/176.1 There were no Cllrs questions.

02/177 **Date of the next meeting:** Mon 6 Mar 2017 at 7.15pm at Little Stukeley Village Hall.

Meeting finished at 9.48pm.

These minutes are considered draft until ratified at the next The Stukeleys Parish Council meeting

Date

Chairman: Karl Gasson